

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 26th day of March 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Steven C. Richards

EXCUSED: Commissioner James Riester, Vice-Chairman

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Thomas W. Blodgett, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the minutes of the February 26, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steven C. Richards and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Dig Safely	Digging Notifications	72.50
Frontier	Mapleton Rd PS	52.88
National Fuel	Plant	7,769.50
National Fuel	Townline Road	846.67
National Fuel	Shawnee Road	168.72
National Grid	Elec Dist. - Tonawanda Creek Road	514.25
National Grid	Elec Dist. - Townline Road	755.81

National Grid	Elec Dist. - Mapleton Rd	223.37
National Grid	Elec Dist - East Canal PS	1,464.31
National Grid	Elec Dist - Shawnee Road	198.33
National Grid	Elec Dist - Moyer Lift	94.53
National Grid	Plant	8,928.21
National Grid	2044 Niagara Falls Blvd (meter)	21.67
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Dec. 2013)	577.55
Niagara County Public Works	Elec Supply - Mapleton PS (January 2014)	327.50
Niagara County Public Works	Elec Supply - East Canal PS (January 2014)	2,955.90
Niagara County Public Works	Elec Supply - Moyer Lift (January 2014)	117.23
Niagara County Public Works	Elec Supply - Shawnee Rd (January 2014)	241.04
Niagara County Public Works	Elec Supply - Townline Rd (January 2014)	1,326.45
Niagara County Public Works	Elec Supply - Plant (January 2014)	36,522.59
NYSEG	Rapids Road PS	1,203.78
QLT	Townline Rd PS	14.42
Time Warner	Internet Service	757.53
Town of Wheatfield Water Division	Water (Plant)	1,185.75
Verizon	Townline Rd	25.40
Verizon	East Canal	25.40
Verizon	Tonawanda Creek	29.77
Verizon	Plant	141.98
Verizon	Moyer Lift	25.39
Verizon	Shawnee Road	25.04
Verizon	Rapids Road PS	25.07
Verizon Wireless	Cellular Phones	124.42

TOTAL

\$ 66,783.98

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alfa Laval	Upgraded Controls for Centrifuge - 2nd payment	64,500.00
Allied Waste Services #111	Recycling Service	213.97
Allied Waste	Sludge Disposal	19,271.70
Augies Automotive	Replace Solenoid	183.74
Benchmark Analytics	Water Testing	105.00
Bison Laboratories	Sodium Hypochlorite	2,724.01
Chudy Paper Co	Paper Towels & Toilet Tissue	291.74
Complete Welding (Richard Vacinek)	Repair to leaking floor at Tonawanda Creek Pump Station	1,200.00
CRA	February Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	6,670.00

CRA	Misc. Project Assistance/SCADA (Project #630191)	12,307.50
CRA	Development of new 10 year CIP (Project #631024)	3,940.00
CRA **	Capital Plan Phase 2 (Project #630806)	20,304.52
Environmental Resource Associates	Lab Supplies	171.86
Evoqua Water Technologies	Lab Grade Water	564.96
Fisher Scientific	Lab Supplies	2,037.14
Flanders, Daniel	2014 Clothing Allowance	400.00
Hahn, Anthony	Travel Mileage	76.16
HOHL Industrial Services **	Capital Plan Phase 2 (Bar Screens & Grit Removal)	32,474.35
Isle Chem	Lab Analysis	1,433.00
K & K Janitorial Service, Inc.	General Cleaning for March 2014	390.00
Kemira	Ferrous Chloride	4,039.29
M&T	Administrative Fee for Bond Payment / 2011A	5,387.00
McMaster-Carr	Dispensing Pump	454.79
Modern Corporation	Dumpsters	174.90
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Battery, Coolant, oil	300.63
New York Rural Water Association	M. Proefrock & G. Voss to attend NYRWA 35th Annual Technical Conference	720.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	103.85
Rexel	Fuses	24.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Southworth-Milton, Inc.	Repair Emerg. Generator/Plant & Townline Rd/Mapleton Rd	4,681.50
Staples	Office Supplies	65.83
Town of Lockport	Reimbursement of Adm. Fees Series 2011A	5,712.00
Vaughan Door Center, Inc.	Garage Door Replacement at the Treatment Plant Wet Well	1,837.00
Vona, P. Andrew	Monthly Retainer-February 2014/Legal Services	2,500.00
WW Grainger Inc	Adapter/Coupler/Submersible Sewage Pump	1,480.49
Zep Sales & Service	Maintenance Supplies	288.35
TOTAL		\$ 198,053.28

** Capital Plan Phase 2

TOTAL FORWARDED (2013 BUDGET)	\$ 66,783.98
TOTAL APPROVED O&M (2014 BUDGET)	<u>198,053.28</u>
GRAND TOTAL APPROVED	\$ 264,837.26

This motion was carried.

Review of the February 2014 Financial Report showed an Operation and Maintenance balance of \$5,887,165.68

Upon motion duly made by Wright H. Ellis and seconded by Steven C. Richards, it was resolved that the Sewer District's February 2014 Financial Report be approved as presented. This motion was carried.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Mr. Timkey reported that we received the new NYSDEC SPDES permit which becomes effective April 1, 2014. He stated that the new permit requires the District to undertake additional studies, reporting, and compliance-related items that will require engineering assistance from CRA. Mr. Lannon reported that we are on-track for the timeline required for events and submissions. He noted that the District has 6 months from the effective date to submit a work plan for a flow study, and after approval of said work plan, complete the flow study. The compliance items also include a mercury minimization program and additional testing and pre-treatment items. Mr. Lannon stated that the new permit stipulates other permit limits and reporting requirements that will need to be implemented.

Mr. Lannon requested administration board approval for CRA to prepare a proposal for the variety of compliance items in order to address the new SPDES permit issues.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval for CRA to prepare a proposal for the variety of compliance items in order to address the new SPDES permit issues. This motion was carried.

b. Incubator for Laboratory – Mr. Timkey reported that Niagara Mechanical recently serviced the District's 10 year incubator and recommended that it be replaced. The incubator runs continuously and is needed on a daily basis. Mr. Timkey reviewed three quotes for the Nor-Lake Incubator, the lowest

was from Thomas Scientific at \$3,733.50. Mr. Timkey requested administration board approval to purchase Lab BOD Incubator Model No. LRI201WWW/0 Lab from Thomas Scientific in the amount of \$3,733.50.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval for Mr. Timkey to purchase Lab BOD Incubator Model No. LRI201WWW/0 from Thomas Scientific in the amount of \$3,733.50.

This motion was carried.

Administrative Directors Report:

a. New York Rising - Mr. Hahn reported that we will have two entries for the NY Rising Program. The first Project Name is: **Water Pollution Control Center (WPCC) Secondary Clarifier Performance Improvements.** This project will allow the District to increase clarifier capacity while at the same time increase the quality of the Plant effluent, especially during large storm events. The budgetary cost estimate for this project is \$250,000. The second Project Name is: **Interceptor Sewer Manhole Rehabilitation.** The rehabilitation of these manholes will help to reduce peak wet weather flows and continue to work toward the District's goal to reduce the number of Plant bypasses that receive less than secondary treatment. The budgetary cost estimate for this project is \$650,000.

Mr. Hahn stated that they have already begun the process of screening the entries. Mr. Hahn will be sending the entries to Eric Wright at NY Rising. He is hoping to be able to receive some of the monies targeted specifically for Niagara County.

b. Niagara Project – Mr. Hahn reported that he has not heard back from the Town of Niagara Tax Assessor, Darleen Sullivan who is working with John Shoemaker from the Office of Real Property Tax Services for the formulation of new numbers to move forward on the Niagara Project. Mr. Hahn stated that he hoped that he would have some numbers at the next administrative board meeting.

c. Ferrous Chloride Bid - Mr. Hahn stated the current contract for ferrous chloride with Kemira Water Solutions, Inc. expires June 30, 2014. Mr. Hahn requested permission to go to bid for a new contract.

Upon motion duly made by Steven C. Richards and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to go to bid for ferrous chloride. This motion was carried.

d. Lawnsmith, Inc. - Mr. Hahn reviewed a 2014 renewal proposal from Lawnsmith Inc. to provide tree, shrub and lawn care service for 2014 in the amount of \$1,244.82 which was slightly lower than last year. He requested authorization to accept said proposal.

Upon motion duly made by Robert B. Cliffe and Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Lawnsmith Inc. in the amount of \$1,244.82 to provide tree, shrub and lawn care service for 2014 (as outlined in their Invoice #2480, dated 3/10/2014). This motion was carried.

e. Cummins Northeast – Generator Planned Maintenance Renewal Agreement – Mr. Hahn reviewed the proposal from Cummins Northeast to provide semi-annual maintenance of the emergency generators at Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations. Cummins Northeast proposes to provide said services for \$4,782.20 which is a 3% increase from last year. Commissioner Ellis asked if it was a sole source for our generators, and Mr. Timkey stated that they were and that he was happy with the service that they provide. Mr. Smith requested that Mr. Timkey meet with Tom Blodgett of CRA for the District to look into the generators getting set up with a program similar to the Water District in which the facilities run the generators under load for a specific date/amount of time

for peak load shedding which could provide money saving opportunities for the District. Mr. Hahn requested authorization to accept said Cummins Northeast proposal.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Cummins Northeast in the amount of \$4,782.20 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations, as outlined in said proposal. Said agreement period April 1, 2014 until March 31, 2015. This motion was carried.

f. Electronic Data – District Website - Mr. Hahn stated that Sue Fulle, the District's Clerk would be in charge of keeping the website up to date. Ms. Fulle handed a contact list to the Commissioners and asked if they had any more contacts they would like to include on the website to contact her and she would update the list on the website. Ms. Fulle stated that she will be compiling historical and current pictures to put on the website and to contact her if they would like any other items added.

g. Adoption 2014 Rates – Mr. Hahn reported that he has not received the information yet for the new numbers and he asked that it be tabled until next month's administrative board meeting.

Engineering Report:

1. General Retainer (CRA Project No. 630191)

- Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support services
- Pendleton/Cambria/Lockport Interceptor Extension – evaluation of feasibility and cost-effectiveness of interceptor extension, including optimization of possible routing for service areas
- **BOARD ACTION REQUESTED – None**

2. Capital Plan Phase 2 (CRA Project No. 630806)

- Construction ongoing for Influent Screens and Aeration Grit Removal System project
- Weather delaying Grit System Start-up Services and Project Site Restoration
- R.O.W Clearing Contract Award
- **BOARD ACTION REQUESTED – Recommend Award of ROW Contract to Beau Enterprises and Authorize No Cost Extension to Hohl for Phase 2 Capital Plan Contract 45**

Mr. Lannon reported that CRA received a letter from the low bidder Mowcon Enterprises, LLC withdrawing their bid as they came in at 80% lower than the next lowest bid. Mr. Lannon requested board approval to accept the next lowest bid of Beau Enterprises which came in at \$276,652.00 which was a total of the base bid and the alternate combined.

Upon motion duly made by Robert B. Cliffe and Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to accept the bid proposal from Beau Enterprises, Inc. for the Total Amount of Base plus Alternate of \$276,652.00. This motion was carried.

Mr. Lannon also requested board approval to give Hohl and O'Connell Electric an extension until May 30th to allow additional time to work on restoration and start-up activities for the Screens and Grit Systems which would be at no cost to the District.

Upon motion duly made by Wright H. Ellis and Steven C. Richards, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to Hohl and O'Connell Electric for a time extension until May 30, 2014 to allow additional time to complete the required work on the Screens and Grit Systems at no cost to the District. This motion was carried.

3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)

- Draft report complete and issued for review and comment
- BOARD ACTION REQUESTED – None

Mr. Lannon handed out a draft copy of the plan to the Commissioners for their review.

4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)

- Bids were received on March 12, 2014. Four bids received with Kandey Company the low bidder at \$225,578
- **BOARD ACTION REQUESTED – Recommend Award of Contract to Kandey Company**

Mr. Lannon reported that the bids were received and that Kandey Company, Inc. was the low bidder at \$225,578.00. Mr. Lannon stated that this under the original budgeted amount was due to some efficiencies noted during the design process. He also stated that work includes grouting under the station floor. Mr. Lannon requested board approval to award the contract to Kandey Company, Inc. as low bidder in the amount of \$225,578.00.

Upon motion duly made by Wright H. Ellis and Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to accept the bid proposal and award the contract to Kandey Company, Inc. as low bidder in the amount of \$225,578.00. This motion was carried.

5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)

- Project kick-off meeting held March 5, 2104. Detailed design and asbestos sampling/reporting is ongoing
- **BOARD ACTION REQUESTED – Authorization to Advertise contingent upon John Timkey’s approval of Contract Documents**

Mr. Lannon requested Board authorization to advertise for bids contingent upon John Timkey’s approval of final Contract Documents.

Upon motion duly made by Dennis Brochey and seconded by Steven C. Richards, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to CRA for authorization to bid WPCC 2014 Roof Replacement Project contingent upon John Timkey’s approval of final Contract Documents. This motion was carried.

6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)

- Proposal for Professional Engineering Services
- **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon discussed CRA’s proposal for the Interceptor Manhole/Chamber Inspector Program which a district-wide program which fits into the District’s new NYSDEC SPDES permit, and corresponding MOM Plan. The program would entail inspecting approximately 950 manholes and/or chambers along the interceptors throughout the District. The majority of manholes have never had a detailed inspection completed to accurately inventory these important assets. Commissioner Ellis inquired as to what time frame it will take for completion of the project. Mr. Lannon stated that it would be completed over 3 - 4 months depending on when the weather breaks. Mr. Blodgett stated that there were a lot of overgrown areas that we could not get a GPS location of the manhole, and this project in conjunction with the ROW Clearing Contract will enable the District to gather these locations.

Upon motion duly made by Commissioner Wright W. Ellis and seconded by Steven C. Richards, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to CRA for authorization of their bid proposal 2014 District I/I Project - Manhole Inspection Program. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Steven C. Richards the meeting adjourned at 4:20 p.m.